

Chairman:
CRAIG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

D. Benney
WV ARF
Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

[JUNE 18, 1992]
SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services From the Handicapped was called to order by the Chairman, Craig Greening. Other members in attendance were Barbara Cook, Q. J. Humphreys, John Parker, and Everette Sullivan. Ex officio members present were Dick Estill, Executive Secretary of the Committee, and Debbie Bensey and Penney Hall, of the CNA. Other invited guests were Stephen King, Division of Rehabilitation Services; Suzie Roberts and Howard Skidmore of the West Virginia Department of Environmental Protection; Ed Elswick of the Public Service Commission; and Sue Canterbury of Shawnee Hills.

A motion was made by Q. J. Humphreys, seconded by Barbara Cook, that the minutes of May 20, 1992, be corrected on Page 2, paragraph 2, line 4, replacing FMRS Mental Health Council with Wyoming County Workshop. With the above correction noted, minutes were approved unanimously.

The financial report was given by John Parker. The Committee has a beginning balance of \$3,722.39, with disbursements totaling \$1,460.21, and an ending balance of \$2,262.18. The Committee's financial records for Fiscal Year 1992 will be closed with the submission of expense accounts for this meeting.

Craig Greening suspended the Committee's agenda to accommodate the needs of its guests from the Department of Environmental Protection and Public Service Commission.

The first order of business before the Committee was the janitorial services contract proposal between Shawnee Hills and the West Virginia Department of Environmental Protection. Ms. Roberts and Mr. Skidmore were concerned that there may not be sufficient worker-hours allocated to this revised contract to perform all needed janitorial services. The proposal calls for one supervisor full time and 2.5 full-time equivalent workers. Committee members were concerned that all labor and supervision hours dedicated to this contract be at 100 percent productivity. Once this is achieved, the members of the Committee felt that additional labor could then be added to the existing janitorial contract on an open-end basis, with the Department of Environmental Protection controlling all authorizations for additional labor. Ms. Roberts and Mr. Skidmore agreed to take this proposal back to their agency for approval and to return to the next scheduled meeting of the Committee. The Committee voted unanimously to table this contract until then.

The next contract presentation was for janitorial services for the Public Service Commission building with work performed by Shawnee Hills. The proposal for the year beginning September 16, 1992, consists of one supervisor and two workers full-time, cleaning approximately 3,875 square feet at a monthly cost of \$3,335.42 or an annual cost of \$40,025.02. The cost per square foot is \$.9123. There have been problems relating to performance of the janitorial crew that first came to the Committee's attention during the last few months of CY 1991. The Committee has focused much effort and attention on quality improvement for more than six months. The janitorial crew performance at present is meeting and exceeding contract specifications; however, Mr. Elswick is understandably concerned that worker performance continue at its present level. Both Committee members and Ms. Canterbury are firmly committed to quality performance and improvement. The Committee unanimously tabled this contract and will review it again at both its July and August meetings.

Resuming the Committee's agenda, Craig Greening reported on recent visits he had made to the Interstate 79 Rest Stops, representing both this Committee and his facility, SW Resources, which is scheduled to take over the two Interstate 77 Rest Stops located at Mineral Wells on July 7, 1992. He reported all rest stops to be in excellent shape and appearance.

Dick Estill reported briefly to the Committee that travel allowances for expense accounts will increase to 26 cents per mile, effective July 1, 1992.

Resuming contract presentations, the Department of Health and Human Resources' janitorial contract was presented for approval. The total annualized cost of this contract is \$900,003.45. WVARF invoices DHHR monthly at \$75,000.28. The changes to this contract are increases of 25 cents hourly for supervisors and fringe increases from 12 to 20 percent for all workers. The contract will begin July 1, 1992, and end June 30, 1993. Motion was made by Everette Sullivan, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

The next contract presentation was between the Division of Human Services of DHHR and the CNA to provide temporary services to the Division. The contract amount specifies an increase from \$4.81 per hour to \$5.26 and totals \$208,000.00. Motion was made by Barbara Cook, seconded by John Parker, that this contract be approved. Motion passed unanimously.

The next contract for approval provides for the employment by the CNA of a (maintenance) worker whose work assignment is at the West Virginia Rehabilitation Center. The total cost of this worker's employment is \$16,251.22, plus a ten percent CNA service fee. Total yearly cost is \$17,876.34, or a monthly cost of \$1,489.70. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next contract presentation was for the State Office Building janitorial services at Fairmont, with the work to be performed by the Marion

County Opportunity Workshop. This contract (approximately 51,400 square feet) will be performed by one supervisor, three workers, 32 man-hours per day, five days per week. The vendor has the option of employing a crew to provide the necessary labor. Approximate square feet cost is \$1.0178, or an annual total cost of \$52,316.16. Motion was made by John Parker, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

The next contract to be presented was for the State Office Building at Parkersburg, approximately 37,846 square feet with the work to be performed by SW Resources, employing one supervisor, one worker full-time, and a second worker at .75 FTE. The total annual cost of this contract is \$38,109.84 or approximately \$1.007 per square foot. There is an open-ended provision to this contract for additional square footage at the rate of \$.0839 per square foot per month when requested by the Building Commission. Motion was made by John Parker, seconded by Everette Sullivan, that this contract be approved. Motion passed unanimously, with Mr. Greening abstaining.

The next contract presentation was for janitorial services at the West Virginia Air National Guard base at Charleston, with the work to be performed by Shawnee Hills. This contract involves cleaning approximately 68,037 square feet located in different buildings at the base. This contract employs a supervisor and five workers full-time and a sixth worker .25 FTE. The total annual cost of the contract is \$80,295.36 or an approximate cost per square foot of \$1.1802. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next contract presentation is for janitorial services between the Division of Rehabilitation Services (Research and Training Center at Dunbar) and Shawnee Hills to clean approximately 8,000 square feet. This contract employs one supervisor and one worker, four hours daily, or 20 hours per week. The annual cost of this contract is \$8,084.16 or an approximate cost per square foot of \$1.0105 per square foot. Motion was made by John Parker, seconded by Barbara Cook, that this contract be approved. Motion passed unanimously.

The last contract to be considered by the Committee was between the Water Development Authority in Dunbar and Shawnee Hills for janitorial services involving one supervisor and one worker, cleaning approximately 1,700 square feet two times monthly for basic cleaning and two times annually for stripping and waxing. The total annual contract cost is \$1,717.44 or \$123.12 monthly. Motion was made by John Parker, seconded by Everette Sullivan that this contract be approved. Motion passed unanimously.

The Committee considered and tabled the micrographics contract which is performed jointly by Precision Services and the Preston County Workshop with the hope that the executive committee of the West Virginia Association of Rehabilitation Facilities could seek some amicable solution to it.

Under unfinished business, the Committee members were given copies of the State Use brochure.

The final item of discussion involved the Committee's four procedural rules on file with the Secretary of State's Office. It was the consensus of all Committee members that these rules be converted to legislative rules which will, in effect, give them quasi-legal status as opposed to their present advisory-type status. John Parker agreed to attempt to get these rules to the Legislative Rules Committee for approval.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Thursday, July 23, 1992, at 9:30 a.m. at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman

John L. Parker, Recorder